

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
TUESDAY, JUNE 7, 2022

A meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Board Room of the Administration Building on Tuesday, June 7, 2022 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Christopher B. T. Coffin, Treasurer
Jennifer Quirk-Pickman, Assistant Treasurer
Nicole Terminelli, Assistant Secretary
Toni Kennedy, Member

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Stephanie L. Saracco, Airport Manager
Anthony Adamczyk, Director of Economic Development

ABSENT: Megan J. M. Whitton, Vice-Chairperson
David D. King, Secretary

- I. Chair Burns called the meeting to order at 4:06 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by Christopher B. T. Coffin, seconded by Jennifer Quirk-Pickman, the minutes from the May 19, 2022 meetings were approved by voice vote.
- IV. Reports
Presentation and Reports:

Chief Financial Officer Patricia A. Nisco gave a brief overview of the April financials. Finance Committee Chair Christopher B. T. Coffin stated that the Committee held a discussion that he would like the entire Board to be a part of, regarding the

Authority's financial position. Mr. Coffin noted that several of the programs that allowed the Authority to maintain operations will be coming to an end soon, and revenue streams will need to pick up to fill the gap. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly. Christopher B. T. Coffin suggested that the Authority join some chambers of commerce in Canada. Vernon D. Burns suggested that Director of Economic Development Anthony Adamczyk reach out to the U.S. embassy in Ottawa for a contact. Mr. Burns noted that it is important for the Authority to have a presence at Chamber of Commerce events. Jennifer Quirk-Pickman asked Mr. Adamczyk what his involvement is with the local Chamber of Commerce. Mr. Adamczyk confirmed that he is a board member and attends the monthly meetings. Nicole Terminelli noted that Ogdensburg International Airport has not yet been showing up in flight searches. Airport Manager Stephanie L. Saracco reported that Contour's marketing team will be making sure that OGS is included on all the major fare-finding platforms. Board Chair Vernon D. Burns requested that staff report how much income is generated by workers at the Port, including all auxiliary workers, every fifteen days.

V. Unfinished Business.
There was none.

VI. Business Items.

A. General Administration
There was none.

B. Ogdensburg-Prescott International Bridge
There was none.

C. Commerce Park

1. Approval of Lease Supplement No. 7 with Corning, Inc. Staff has negotiated Lease Supplement No. 7 with Corning, Inc. for 15,000 square feet of commercial warehousing space in Building 4 at the Port of Ogdensburg for a one (1) year period commencing September 1, 2022 and terminating August 31, 2023 at a rate of \$2.58 per square foot, equaling \$3,225.00 per month, \$38,700.00 per year including utilities. Corning, Inc. shall have the right to terminate this Lease upon ninety (90) days written notice to the Authority. Corning, Inc. shall have the first option to renew this Lease for a period of no less than one (1) year provided such intent to exercise option is made by May 1, 2023. Corning, inc. shall also be given a period of thirty (30) days to cure a default for lack of payment. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 7 with Corning, Inc. for 15,000 square feet of commercial warehousing space in Building 4 at the Port of Ogdensburg for a one (1) year period commencing September 1, 2022 and terminating August 31, 2023 at a rate of \$2.58 per square foot, equaling \$3,225.00 per month, \$38,700.00 per year including utilities, and be it;

FURTHER RESOLVED, that Corning, Inc. shall have the right to terminate this Lease upon ninety (90) days written notice to the Authority, and be it;

FURTHER RESOLVED, that Corning, Inc. shall have the first option to renew this Lease for a period of no less than one (1) year provided such intent to exercise option is made by May 1, 2023, and be it;

FURTHER RESOLVED, that Corning, inc. shall be given a period of thirty (30) days to cure a default for lack of payment, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Toni Kennedy
Nicole Terminelli

MOTION CARRIED

2. Approval of Lease Supplement No. 3 with Lincare, Inc. Staff has negotiated Lease Supplement No. 3 with Lincare, Inc. for 7,356 square feet of commercial office space in Building 1 at the Commerce Park Campus for a five (5) year period commencing January 1, 2022 and terminating December 31, 2026 at the rates outlined in the table below:

Time Period	Price per SF	Monthly Lease Payment	Annual Lease Payment
01/01/2022 - 12/31/2022	\$5.96	\$3,653.48	\$43,841.76
01/01/2023 - 12/31/2023	\$6.11	\$3,745.43	\$44,945.16
01/01/2024 - 12/31/2024	\$6.26	\$3,837.38	\$46,048.56
01/01/2025 - 12/31/2025	\$6.42	\$3,935.46	\$47,225.52
01/01/2026 - 12/31/2026	\$6.58	\$4,033.54	\$48,402.48

Lincare, Inc. is responsible for its pro-rated share of all utilities. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 3 with Lincare, Inc. for 7,356 square feet of commercial office space in Building 1 at the Commerce Park Campus for a five (5) year period commencing January 1, 2022 and terminating December 31, 2026 at the rates outlined in the table below:

Time Period	Price per SF	Monthly Lease Payment	Annual Lease Payment
01/01/2022 - 12/31/2022	\$5.96	\$3,653.48	\$43,841.76
01/01/2023 - 12/31/2023	\$6.11	\$3,745.43	\$44,945.16
01/01/2024 - 12/31/2024	\$6.26	\$3,837.38	\$46,048.56
01/01/2025 - 12/31/2025	\$6.42	\$3,935.46	\$47,225.52
01/01/2026 - 12/31/2026	\$6.58	\$4,033.54	\$48,402.48

and be it;

FURTHER RESOLVED, that Lincare, Inc. is responsible for its pro-rated share of all utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Jennifer Quirk-Pickman
 Vernon D. Burns
 Toni Kennedy
 Nicole Terminelli
 Christopher B. T. Coffin

MOTION CARRIED

D. Ogdensburg International Airport
 There was none.

E. Port of Ogdensburg

1. Approval of Lease Agreement with Woodcrest Dairy, LLC. Staff has negotiated a Lease Agreement with Woodcrest Dairy, LLC for approximately 42 acres of vacant land, consisting of 14 acres east of Acco and approximately 28 acres on Wagner Road, for a period commencing May 1, 2022 and terminating November 30, 2022 at a rate of \$40 per acre or \$1,680.00 for the lease period. In addition, the lease gives the Authority the option to cancel the lease with sixty days' notice should the need arise that a major industrial project requires the acreage.

Also included in this agreement is the requirement for Woodcrest Dairy, LLC to provide proof of appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement with Woodcrest Dairy, LLC for approximately 42 acres of vacant land, consisting of 14 acres east of Acco and approximately 28 acres on Wagner Road, for a period commencing May 1, 2022 and terminating November 30, 2022 at a rate of \$40 per acre or \$1,680.00 for the lease period and be it,

FURTHER RESOLVED, the lease gives the Authority the option to cancel the lease with sixty days' notice should the need arise that a major industrial project requires the acreage and be it,

FURTHER RESOLVED, that Woodcrest Dairy shall provide proof of appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

AYES: Vernon D. Burns
Toni Kennedy
Nicole Terminelli
Christopher B. T. Coffin
Jennifer Quirk-Pickman

MOTION CARRIED

F. Other Such Matters
There were none.

The next meeting date was set for Thursday, July 14 at 4:00 PM. On a motion by Christopher B. T. Coffin, seconded by Toni Kennedy, the meeting adjourned at 4:56 PM.

Nicole Terminelli
Assistant Secretary

Vernon D. Burns
Chairperson